



STATE OF IOWA

TERRY BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF EDUCATION
BRAD A. BUCK, DIRECTOR

DATE: August 30, 2013

TO: Local Education Agency (LEA) – Please route to individuals approving the Iowa Eligibility Applications for school meals

FROM: Patti Harding, Administrative Consultant
Bureau of Nutrition and Health Services
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SUBJECT: Sharing of Household Information with the ***hawk-i***/Medicaid Program
Submission due January 31, 2014.

Requirement

Public Local Education Agencies (LEAs) **are required** by Iowa Administrative Code to release to the Department of Human Services Healthy and Well Kids in Iowa (***hawk-i***/Medicaid Program) household information for the students eligible for free or reduced price meal benefits who have expressed interest in learning about ***hawk-i***. Non-public LEAs are encouraged but not required to release household information.

Iowa Administrative Code

283A.2 School lunch and breakfast programs.

Each school district that operates or provides for a school breakfast or lunch program shall provide for the forwarding of information from the applications for the school breakfast or lunch program, for which federal funding is provided, to identify children for enrollment in the medical assistance program pursuant to chapter [249A](#) or the healthy and well kids in Iowa program pursuant to chapter [514I](#) to the department of human services.

Background

Iowa schools serve thousands of low-income children in school lunch and breakfast programs and can play a vital role in outreach for Medicaid and ***hawk-i*** (Iowa's State Children's Health Insurance Program). Iowa's uninsured population continues to grow, as is the nation's, due to layoffs and increasing health insurance premiums.

More children may be eligible for publicly funded health insurance programs than thought; even a working family of four earning up to **\$70,650** may qualify for ***hawk-i***. Clearly, health insurance is an important issue that affects many of your students and

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their families. The *hawk-i* program will mail *hawk-i* applications to the households that have requested a contact.

Contract

A copy of the contract between the Department of Human Services (DHS) and the Department of Education (DE) **will be posted on the Form Download section of CNP 2000**. The DE, acting on behalf of participating LEAs, enters into the contract with DHS. You will find signatures from DHS and DE and a place for the LEA to sign. The **LEA must download a copy, review and sign the contract**. Signing the contract exercises your authority to disclose the eligibility information as authorized. The contract between the DHS and the DE is in effect until June 30, 2015. **The signed contract and a copy of the list released to *hawk-i* must be on file with the LEA's approved Iowa Eligibility Applications**. These materials must be on file for three years following the close of the current year or until any audits are resolved. The LEA **may not release the names of any parents/guardians who HAVE signed the *hawk-i* section of the Iowa Eligibility Application or Direct Certification Eligibility notice requesting that their information not be released**.

Procedures and Timeline

Reporting the names of parents/guardians who have requested an application is done in an on-line process at <http://www.hawk-i.org/>. Instructions are located in the Form Download section of the CNP 2000 system. Public LEAs with no names to report must file a report with no names.

The timeline is summarized below:

- **January 31, 2014**

Complete upload on or before this date.

Assistance

For assistance with your POS or SIS systems, contact your vendor representatives. For assistance with submission of files or problems with accessing the website contact the *hawk-i* database manager at HawkiSchools@maximus.com or call *hawk-i* toll free at 1-800-257-8563.

For program related assistance contact your designated consultant.

No information, lists of interested parents/guardians or copies of the contract should be sent to the Department of Education, Bureau of Nutrition and Health Services.